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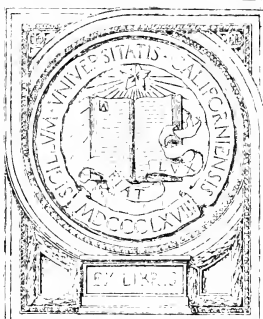


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FORMATION RELATIVE TO ENLISTMENT AND PROMOTION IN THE
UNITED STATES COAST GUARD.



TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, August 10, 1916.

The following information is published relative to enlistment and promotion in the United States Coast Guard.

E. P. BERTHOFF,
Captain Commandant.

By the act of Congress approved January 28, 1915, the Revenue-Cutter Service and the Life-Saving Service were combined into the Coast Guard, and the titles of the former services then became obsolete. All duties previously performed by the Revenue-Cutter Service and the Life-Saving Service are now performed by the Coast Guard. Former revenue cutters and former life-saving stations are now called Coast Guard cutters and Coast Guard stations, respectively. The officers and men of the two services were transferred to corresponding positions in the Coast Guard by the terms of the act.

ENLISTMENT.

The term of enlistment for all enlisted men in the Coast Guard is one year. Enlistments are for general service and not for any particular vessel or station.

Any man or boy between the ages of 14 and 35 years, who can pass a required physical examination, is eligible for enlistment in the Coast Guard. Preference is given, first, to citizens of the United States; second, to aliens who have declared their intentions, and third, to aliens. An alien can not serve a second enlistment unless he declares his intentions to become a citizen, or is debarred from citizenship by law.

The Coast Guard maintains no recruiting offices. Persons desiring to enlist on ships should apply to the commanding or executive officers of those ships, those desiring to enlist as surfmen should apply to the keepers of the stations or the superintendents of the districts concerned. Application in person is preferable to application by letter, but in case the applicant is at a considerable distance from the nearest cutter or station, he may apply by letter. It is not necessary to know the name of the officer to whom application is made. Letters should be addressed to the "Commanding Officer" of the ship or the District Superintendent of the district about which information is desired. There is no special form for application. Letters of application should be as short as possible, at the same time giving necessary

information as to age, nativity, citizenship, experience and other qualifications.

No record of vacancies in the enlisted force is kept at the Coast Guard Headquarters in Washington.

QUALIFICATIONS FOR ENLISTMENT.

No person shall be enlisted without first passing the prescribed physical examination and agreeing to be vaccinated against smallpox and typhoid fever at such times as may be designated by Headquarters.

No person shall be enlisted who does not read and write some language and readily understand and speak English.

No person under the age of 21 shall be enlisted without the consent of his father, only surviving parent, or guardian. If the applicant has none of these in the United States he must so certify on the enlistment contract, after which he may be enlisted.

No person who has been in the military or naval service of the United States or of the several States shall be enlisted unless he produces an honorable discharge or an ordinary discharge with recommendation for reenlistment from each of the services in which he has served, and certifies in writing that the discharge is or discharges are the latest received by him from said services.

No person under 14 or over 35 years of age; no insane or intoxicated person; no person known to have committed a crime; no deserter from the Coast Guard, Revenue-Cutter Service, Life-Saving Service, Army, Navy, Marine Corps or the military or naval service of any of the several States, and no person under 5 feet 4 inches in height shall be enlisted. The requirement as to height does not apply to ship's writers, electricians (third class), stewards, cooks and boys, who must be not less than 4 feet 9 inches in height.

No person shall be enlisted as surfman who is under 18 years of age, who weighs (without clothing) less than 135 pounds or more than 205 pounds, or who is not a good swimmer.

Fraudulent enlistment is punishable by a Coast Guard court.

PROMOTION.

The complement of a vessel or station includes such commissioned and warrant officers as may be assigned from time to time, together with a specified number of petty officers and other enlisted men.

PETTY OFFICERS.

When a vacancy occurs in the grade of petty officer it is filled by rating an enlisted man of inferior rating as *acting* petty officer for a probationary period of three months, which may be extended three months more in case the man is not deemed fully qualified for promotion. An acting rating may be revoked at any time. If, at the end of a probationary period, or extension thereof, an acting petty officer is deemed qualified for promotion and his commanding

officer or district superintendent recommends him for promotion Headquarters will issue a permanent rating.

No persons except ship's writers and electricians (third class) shall be originally enlisted as acting petty officers. No mental examination is held for enlistment in these ratings, but applicants must produce satisfactory evidence of the qualifications for such ratings. Ship's writers must be competent stenographers and typewriters and must be able to write a good hand.

A radio operator's license, commercial, extra or first grade, issued by the Department of Commerce, will be accepted as a certificate of technical qualification for enlistment in the lowest grade of electrician.

Whenever practicable, vacancies in the higher grades of petty officer are filled by advancing petty officers of lower grades, thus providing a gradual flow of promotion.

WARRANT OFFICERS

The next grade above petty officers is that of warrant officers. A warrant officer is appointed for life and can be separated from the service only by death, resignation, or dismissal. The grades of warrant officers in the Coast Guard are filled as follows:

Master's mate. By promotion from lower grades of warrant officers.

Boatboard, gunner, machinist, and carpenter. By promotion of deserving petty officers.

Keeper. By promotion of surfmen.

When there is no petty officer qualified for promotion to the grade of carpenter or machinist, Headquarters may authorize the enlistment of a competent person in a lower rating than petty officer and direct his immediate rating as acting carpenter or acting machinist.

Warrant officers must be citizens of the United States, not less than 25 nor more than 42 years of age when rated as acting warrant officers, and must be deemed capable of passing the required physical and mental examinations. After serving a probationary period of six months (which may be extended if expedient) and being recommended for promotion by competent authority an acting warrant officer will be examined for promotion, and if he passes he will be appointed.

COMMISSIONED OFFICERS

All commissioned officers except district superintendents and constructors must enter the Coast Guard as cadets. Vacancies in the grade of district superintendent are filled by promotion of keepers of stations. Vacancies in the grade of constructor are filled by the appointment of specialists in that line of work. There are 13 district superintendents and 2 constructors in the Coast Guard. A special pamphlet is issued upon the requirements for appointment as cadets and cadet engineers.

PRIVILEGES.

Conditions permitting, an enlisted man may be granted leave of absence on full pay for 15 days each year. In addition, for reenlistment immediately after discharge, he is credited with 10 days, making 25 days a year on full pay for all enlisted men serving continuously for more than one year. Warrant officers may be granted 30 days' leave on full pay in one year.

Permission to go on shore for periods of less than 24 hours may be granted to all warrant officers and enlisted men with good records whenever their duties permit, and such shore liberty is not checked against their leave.

A person who has received an honorable discharge is entitled to reenlistment on the day following his discharge in the vacancy caused by his discharge, without regard to age and without physical examination, unless it is evident that he is suffering from a disability not incident to service.

Each person upon first enlisting in the Coast Guard (provided he has never served in the Revenue-Cutter Service) has credited to his account the sum of \$45, and upon each subsequent enlistment the sum of \$20 for uniform clothing, and such amount will be paid to him upon discharge, if he receives an honorable discharge.

All warrant and petty officers are allowed, in conformity with law, 10 per cent increase of the pay of their grades or ratings for every five years' creditable service, such increase not to exceed 40 per cent. In computing longevity pay all service in the Coast Guard, Revenue-Cutter Service, Life-Saving Service, Army, Navy, and Marine Corps shall be included, except service as a cadet or cadet engineer subsequent to August 24, 1912.

Warrant officers, petty officers, and other enlisted men are retired from active service upon reaching the age of 64 years and when found by a retiring board to be incapacitated to perform active duty, the incapacity being incident to service. They may also be retired upon their own request after 30 years' service in the Coast Guard, Revenue-Cutter Service, Life-Saving Service, Army, Navy, and Marine Corps. Retired warrant officers, petty officers, and enlisted men receive 75 per cent of the full pay of their grades or ratings.

Whenever a warrant officer, petty officer, or other enlisted man on the active list dies by reason of perilous service or any wound or injury received or disease contracted in the line of duty leaving a widow, or a child or children under 16 years of age, or a dependent mother, such widow and child or children and dependent mother shall be entitled to receive, in equal portions, during a period of two years, under such regulations as the Secretary of the Treasury may prescribe, the same amount that the husband or father or son would be entitled to receive as pay if he were alive and continued on the rolls: *Provided*, That if the widow shall remarry at any time

during said two years, her portion of said amount shall cease to be paid to her from the date of remarriage, but shall be added to the amount to be paid to the remaining beneficiaries, if there be any, and if any child shall arrive at the age of 16 years during the said two years, the portion of such child shall cease to be paid to such child from the date on which such age shall be attained, but it shall be added to the amount to be paid to the remaining beneficiaries, if there be any.

PAY OF WARRANT OFFICERS.

The base rates of pay of warrant officers in the Coast Guard are as follows:

Master's mates, senior five	month	\$ 30
Other master's mates	do	110
Keepers and acting keepers	per annum	1,000
Boatswains, gunners, carpenters and machinists	month	75
Acting master's mates	do	10
Acting boatswains, gunners, carpenters and machinists	do	60

In addition to the above, all warrant officers and acting warrant officers receive commutation of rations at the rate of 30 cents a day.

Monthly pay of petty officers and other enlisted men

PETTY OFFICERS

Rates.	Fast coast.	Great lakes.	West coast.
Master at arms ..	60.00	60.00	60.00
No. 1 surfman ..	70.00	70.00	70.00
Electrician, first class	68.00	68.00	68.00
Ship's writer ..	54.00	54.00	60.00
Signal quartermaster	44.00	50.00	54.00
Machinist, first class	60.00	60.00	60.00
Oilier, first class ..	50.00	50.00	60.00
Assistant master at arms	47.00	47.00	47.00
Quartermaster ..	43.80	43.80	50.00
Electrician, second class	43.00	43.00	50.00
Carpenter, second class	38.00	38.00	58.00
Oilier, second class ..	50.00	50.00	60.00
Crossman ..	38.00	44.00	40.80
Water tender ..	44.00	44.00	52.00
Electrician, third class.	40.00	40.00	40.00

OTHER ENLISTED MEN

Seaman ..	136.00	142.00	144.00
Surfman ..	65.00	65.00	65.00
Fireman ..	38.00	50.00	50.00
Boatler ..	32.00	32.00	32.00
Ordinary seaman ..	28.80	28.80	38.00
Coal heaver ..	33.00	33.00	41.20
Cabin steward and wardroom steward	48.00	54.00	50.00
Cook ..	44.00	44.00	54.00
Stowage cook ..	30.00	30.00	32.00
Boy, first class ..	21.60	21.60	27.00
Boy, second class ..	18.00	18.00	21.00

Enlisted men who are not subsisted by the Government receive commutation of rations at the rate of 30 cents a day.

List of cruising vessels of the Coast Guard.

Name.	Post-office address.	Name.	Post-office address.
Ossipee.....	Portland, Me.	Tampa.....	Key West, Fla.
Androscoggin.....	Boston, Mass.	Tallahassee.....	Mobile, Ala.
Gresham.....	Do.	Comanche.....	Galveston, Tex.
Acushnet.....	Woods Hole, Mass.	Itasca.....	Relief ship.
Seneca.....	Tompkinsville, N. Y.	Morrill.....	Detroit, Mich.
Mohawk.....	New York, N. Y.	Piscarora.....	Milwaukee, Wis.
Apache.....	Baltimore, Md.	Snohomish.....	Neah Bay, Wash.
Algonquin.....	South Baltimore, Md.	Unalga.....	Seattle, Wash.
Omaha.....	Norfolk, Va.	Manning.....	Astoria, Oreg.
Pamlico.....	Newbern, N. C.	Mculloch.....	San Francisco, Cal.
Seminole.....	Wilmington, N. C.	Bea.....	Do.
Yamacraw.....	Savannah, Ga.		

For information as to vacancies on any cutter, address the commanding officer, thus: Commanding Officer, Coast Guard Cutter *Ossipee*, Portland, Me.

LIST OF DISTRICTS, UNITED STATES COAST GUARD.

First District, coasts of Maine and New Hampshire. Address District Superintendent, Portsmouth, N. H.

Second District, coast of Massachusetts. Address District Superintendent, Provincetown, Mass.

Third District, coasts of Rhode Island and Fishers Island, N. Y. Address District Superintendent, Wakefield, R. I.

Fourth District, coast of Long Island. Address District Superintendent, Bay Shore, N. Y.

Fifth District, coast of New Jersey. Address District Superintendent, Asbury Park, N. J.

Sixth District, coast from Cape Henlopen to Cape Charles. Address District Superintendent, Lewes, Del.

Seventh District, coast from Cape Henry to South Carolina. Address District Superintendent, Elizabeth City, N. C.

Eighth District, coasts of South Carolina, Georgia, and east coast of Florida. Address District Superintendent, Jacksonville, Fla.

Ninth District, coast of Gulf of Mexico. Address District Superintendent, Galveston, Tex.

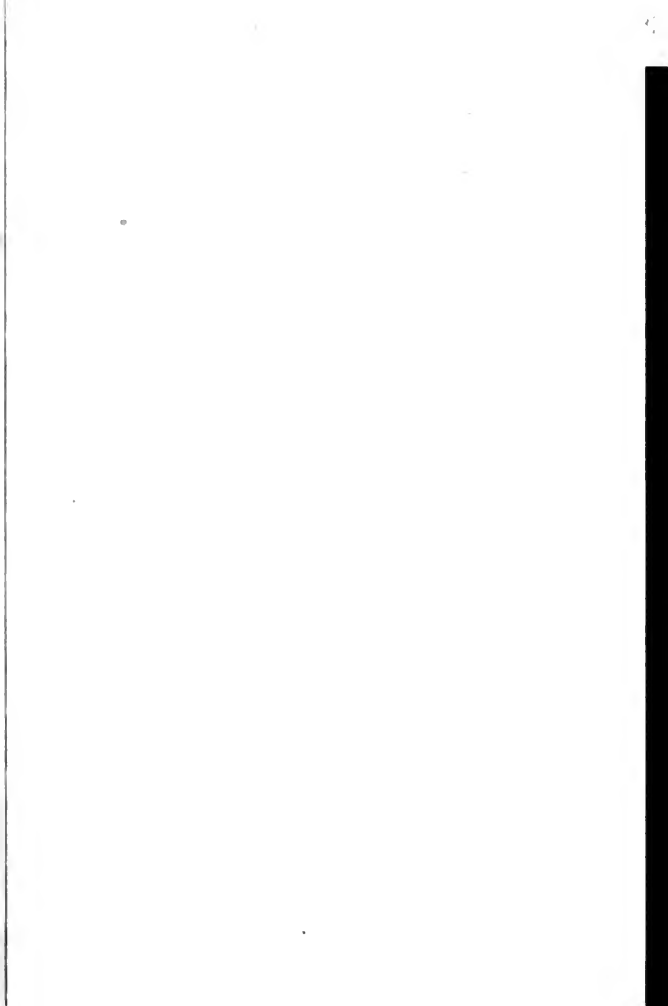
Tenth District, coasts of Lake Erie and Lake Ontario and station at Louisville, Ky. Address District Superintendent, Buffalo, N. Y.

Eleventh District, coasts of Lake Huron and Lake Superior. Address District Superintendent, Port Huron, Mich.

Twelfth District, coast of Lake Michigan. Address District Superintendent, Grand Haven, Mich.

Thirteenth District, Pacific coast, including station at Nome, Alaska. Address District Superintendent, San Francisco, Cal.

For information as to vacancies at any station, address the appropriate district superintendent, thus: District Superintendent, First District Coast Guard, Portsmouth, N. H.



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